

# Payroll Direct Deposit Authorization Agreement



**King County**

Benefits, Payroll and  
Retirement Operations

<b>Employee name:</b> _____			<b>Place of work:</b> _____		
<i>Last, First MI (as name appears on pay stub)</i>			<b>Phone:</b> _____		
<b>PeopleSoft ID:</b> _____			<b>Or last 4 digits of SSN</b> _____		
<b>Payroll type:</b> <input type="checkbox"/> Paid every other Thursday <input type="checkbox"/> Paid on 5 <sup>th</sup> and 20 <sup>th</sup> each month					

  

<b>Direct deposit options</b> <small>Attach a voided check (checking account) or savings deposit slip (savings account) for each option selected below. Return your completed form to your payroll representative. Allow a minimum of two pay periods for processing.</small>						
<b>Financial institution 1</b>	New	<input type="checkbox"/>	<b>Primary</b> Financial institution name:	Account number	Checking	Savings
	Change	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	Stop	<input type="checkbox"/>	Net pay/balance will be deposited – no dollar amount needed		<i>Bank code (Payroll use)</i>	
<b>Financial institution 2</b>	Add	<input type="checkbox"/>	<b>Secondary</b> Financial institution name:	Account number	Checking	Savings
	Change	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	Stop	<input type="checkbox"/>	Amount of deposit each payday: \$ _____ or _____ %		<i>Bank code (Payroll use)</i>	
<b>Financial institution 3</b>	Add	<input type="checkbox"/>	<b>Secondary</b> Financial institution name:	Account number	Checking	Savings
	Change	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	Stop	<input type="checkbox"/>	Amount of deposit each payday: \$ _____ or _____ %		<i>Bank code (Payroll use)</i>	

  

I hereby authorize King County to initiate the automatic deposit of my net earnings each pay period to the bank (hereinafter known as the Financial Institution) for which I have attached a voided check(s).

**All amounts deposited in accounts 1, 2 or 3 must equal 100% of the net earnings.** The first account is the employee's primary account and will receive all or the balance of the net pay after deposits to accounts 2 and/or 3. If a primary account has been previously identified and accounts 2 and/or 3 are being added or changed, the primary account doesn't need to be listed on the form.

**The following policies relate to payroll direct deposit:**

- All King County employees have the benefit of having their paychecks electronically deposited into their checking or savings account with any financial institution that is a member of NACHA (National Automated Clearing House Association). Employees may sign up for direct deposit or change banks at any time, **allowing for a minimum of two (2) pay periods for processing.**
- Payroll Systems and Operations must receive written notification from the employee within a minimum of ten (10) working days before payday to stop direct deposit, after which all pay will be made via pay warrants. King County will issue a pay warrant with less than the minimum notice required only if: (1) The employee's account has been attached or involuntarily closed; or (2) The employee's bank assures the County that the direct deposit monies will be returned to the County.
- Special payrolls may be excluded from direct deposit and are distributed through the employee's work location.
- If for any reason a payroll direct deposit results in an erroneous payment, the employee will immediately reimburse the County for the amount paid in error or the County may deduct the amount from the next pay period. King County reserves the right to recall any and all direct deposits and has the authority to reverse a direct deposit if the County makes an excess deposit or is required to withhold funds for garnishment, court orders or child support orders.

This authority is to remain in full force and effect until King County has received written notification from me of its termination in such time and in such manner as to afford King County and the Financial Institution a reasonable opportunity to act upon it.

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return this form with attached voided check or deposit slip to your department/division payroll representative.